



*United States Bankruptcy Court  
Eastern District of Wisconsin  
Chambers of Judge Susan V. Kelley*

Effective immediately, attorneys have the option to submit proposed Orders to Judge Kelley via e-mail. This should increase speed and efficiency of obtaining signed Orders. In order to submit a proposed Order electronically, please follow these instructions:

1. Using Word or Word Perfect, type your Order in either Times New Roman or Arial Font using 12 point type. Please use one-inch margins at the top, bottom and sides of your Order. It is not necessary to convert your Word or Word Perfect document to PDF. In fact, please do not submit your Order in PDF.
2. Do not include a signature block or date line on the Order. This will be added by the Court.
3. Attach your Order to an e-mail and send the e-mail to: **wiebml\_kelley\_chambers@wieb.uscourts.gov**
4. **If your Order is submitted based on no objections having been filed to a Motion:** For best and fastest results, attach a copy of the original Motion to the Email. (This will not be your original of the Motion, as, at this time, the Motion needs to be filed in paper copies with the Clerk.) Also attach a conformed (/s/ for signature) certificate of no objection to the email. This can be in PDF or word processing format. The Order should refer to the certificate of no objection.
5. **If your Order approves a Stipulation:** Attach a copy of the stipulation to the Email. For best results, in the Order refer to the approval of the attached Stipulation. The Stipulation filed with the E-Order can be a “conformed” copy, i.e., /s/ in place of the signatures. The original Stipulation does not need to be filed in paper copy with the Clerk.
6. **If your Order is submitted after a hearing (agreed or not):** No additional documents need to be attached to the email. The court will review the minutes of the hearing for background information.
7. Send a copy of the e-mail (with attached Order) to opposing counsel, trustee, US Trustee, as appropriate, i.e., the same people that would be sent a copy of a traditional paper proposed Order.
8. **Please serve your proposed Order on the Debtor(s) and include a certificate of service.** It is acceptable to send the Order to the Debtor(s) and any counsel who does not have e-mail by snail mail. Please include a certificate of service in your e-mail with the name and mailing address of any person who was served by snail mail. The certificate of service can be conformed (/s/ for signature) if you wish. This does not need to be a formal affidavit of mailing, unless that format is easier for you.

9. If the Order is acceptable, the Court will attach a signature block, date the Order, convert the Order to PDF and transmit the signed Order to all appropriate counsel by e-mail (and the Debtor(s) and counsel who do not have e-mail via snail mail).
10. Please note, if the Order was submitted after a hearing, and the terms of the Order match the Court's minutes, the Order will be entered as promptly as possible. Similarly, if the Order approves a Stipulation between the parties, the Order will be entered promptly. Other Orders, including Orders submitted after a Motion (original or renewed) with an Affidavit of No Objection, will be entered after the five day waiting period to allow opposing parties the opportunity to object to the form of the Order.
11. The "original" signed Order will be filed by the Court in the Court file, along with a certificate of service showing who received the signed Order.

Your comments and suggestions on the new E-Orders system are welcome.